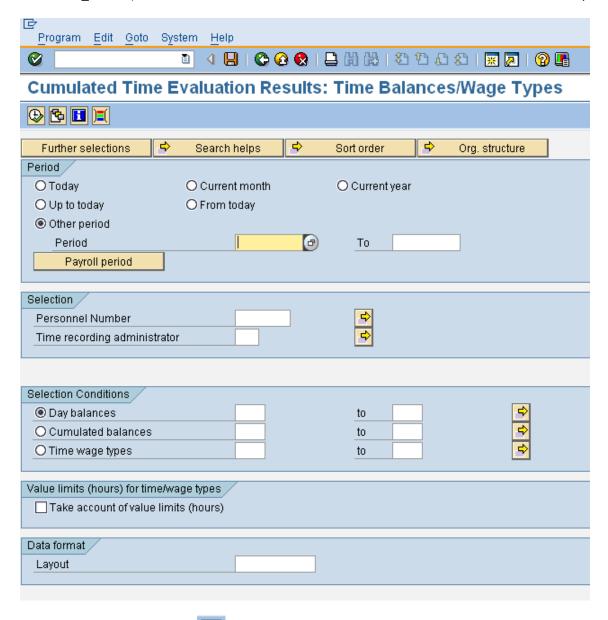


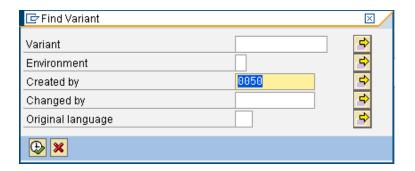
IDENTIFYING EMPLOYEES WITH NEGATIVE BALANCES

1. Run PT_BAL00 (Time Administrators and Leave Administrators should be able to run this report).

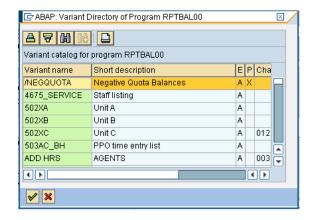


- 2. Click on the variants icon or click on the menu path: Goto > Variants > Get ...
- 3. Remove your personnel number from Created By field in the pop-up window and click on the Execute button .

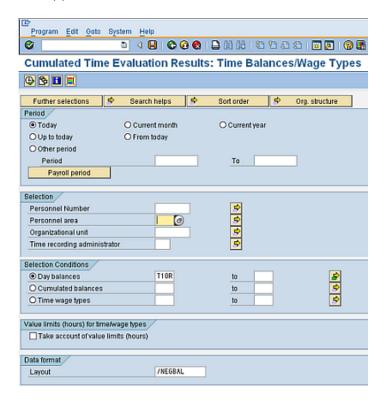




4. Select variant "/NEGQUOTA" and click on the green check.

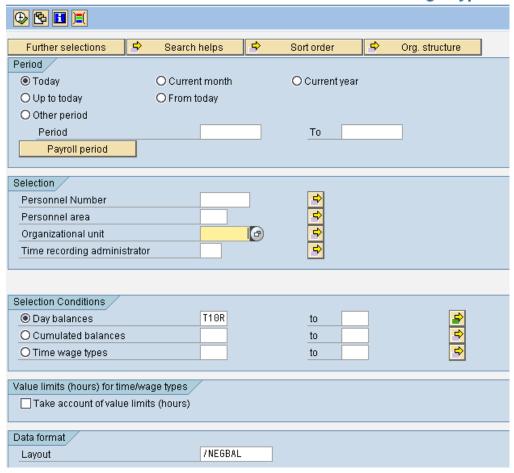


5. Enter Personnel Number(s) or Personnel Area.

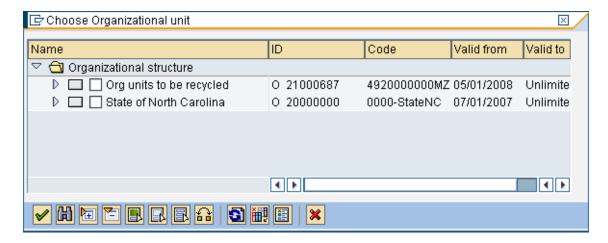




Cumulated Time Evaluation Results: Time Balances/Wage Types

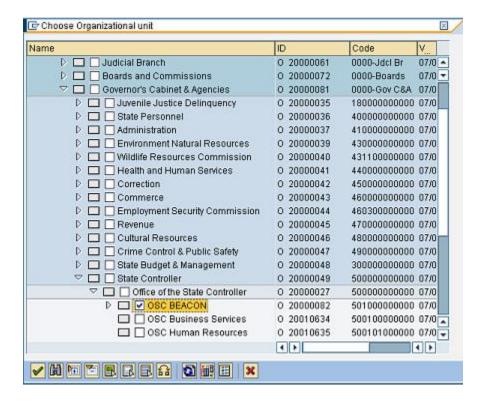


You can also use the Org. Structure button to locate and select an org unit in the organizational structure.



Expand the structure until you find the org unit in which you are interested. Click the checkbox beside that org unit.





Click on the green check to make your selection. The org units below the one checked will also be included in the results. You will be returned to the main selection screen.

6. Click Execute

View results:

- Only quotas with negative balances are displayed.
- A filter is in place to hide other balances.
- This filter can be deleted to show all balances.
- Displayed results can be exported.





Once employees with negative balances have been identified, steps should be taken to address the situation. See the Addressing Negative Quota Balances Job Aid for more information.

NOTES:

- This variant displays the "day balance" time types that hold quota balances. These come from Time Evlauation results, not from the Quota Overview.
- The "/NEGQUOTA" variant pulls values for "Today". The "Period" selection can be changed to "Other" dates or a range of dates. The time types being pulled are created for each day there is a balance, so there may be multiple values listed if this report is run for a range of dates.
- Separated employees will only show balances through their last day as an active employee.
 There have been some issues with the time type values for some separated employees, so it is best to verify these by looking at the current balance in PT50 Quota Overview.
- To review tips on working with reports, go to the ERP Reporting Review Guide at http://www.osc.nc.gov/beacon/training/wbt/course/bc120/bc120 guide.html.
- You may also access a Quick Access Card on Timesheet Icons in CAT-2 in BEACON Help.